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From: Stevenson, Allan (DPH)
Sent: Tuesday, April 22, 2008 2:36 PM
To: Hanchett, James (DPH); Salem, Sharon (DPH)
Subject: FW: Orders

Importance: High

From: Danforth, Deborah (DPH)
Sent: Tuesday, April 22, 2008 2:36 PM
To: DPH-DL - CDC-Purchase Reviewers
Subject: Orders
Importance: High

As you all are aware all our Purchase Orders are being reviewed and entered into the MMARS System by the Downtown Accounting office. I recently received an email from the person in charge who is addressing the number of modifications we do for small amounts of money. Most modifications that are done for small amounts are orders with vendors who are not on Statewide Contract and Printing orders. If you are entering an order into our purchasing system for a vendor who is not on Statewide Contract please add a shipping line onto your order for at least \$100.00. When we receive the invoice we will finalize the order and the money will be put back into your unencumbered funds. Vendors who do printing, even those on Statewide Contract, are allowed to go over by 10% and bill us so you should add a line for the 10% overage on the orders you enter into the purchasing system. Again we will put the unused money back into your account when we finalize the payment.

There are also many vendors who are on Statewide Contract and they offer the state a discount for prompt pay. My office will be monitoring the payments and whenever we receive a prompt pay discount we will reflect that in the purchasing system as well.

I am asking you to work with me and my staff to attempt to get the purchase orders submitted to downtown with the proper dollar amount and also to give you the credits due for prompt pay discounts. It is imperative that when my staff sends you an email to find out if you received an order that you let us know via email you received and the date. That email will be used as the packing slip.

If you have any questions you can contact me.

Thanks Debbie